

# The U.S. Embassy seeks Media Advisor

We are looking for a creative and self-motivated individual to serve as the Embassy's Media Advisor (Information Assistant). The Media Advisor is the Embassy's main advisor and assistant on local news and media issues. The Media Advisor works in the Public Affairs Section (press, culture, and education section) as one of seven local staff and two American officers.

## Tasks:

- Closely monitor print, electronic and social media and submit written and oral press briefings to Embassy and State Department officials several times a week.
- Write spot reports on breaking news and draft special written reports as required.
- Advise Embassy officials on press strategy.
- Arrange interviews, press conferences and media meetings for Embassy officials and Washington visitors.
- Establish relationships and maintain contact with journalists and media officials.
- Draft and translate press statements, op-eds and press releases, and write articles for the website.
- Provide assistance and back-up for Public Affairs colleagues on various projects in social media, education, cultural events, etc.

## Qualifications:

- University degree in liberal arts, political science, journalism, international relations, or related fields.
- Three years of progressively responsible experience in the communications media as a journalist, press officer, public relations specialist, or a combination of similar experience.
- Extensive knowledge of U.S. and Norwegian societies, including social and political processes and institutions, political and media trends, parties, personalities and developments in printed and electronic media, and full knowledge of media techniques in Norway.
- Fluency in English and Norwegian.
- Professional level writing and translating skills.

All applicants must possess a permanent work and residence permit for Norway.

Send electronic submission of applications in English via email to: [hro-oslo@state.gov](mailto:hro-oslo@state.gov) by COB January 25, 2016.